

2008-103 AUDIT SCOPE AND OBJECTIVES—California Unemployment Insurance Appeals Board

The audit by the Bureau of State Audits will provide independently developed and verified information related to the Appeals Board and would include, but not be limited to, the following:

1. Review and evaluate the laws, rules, and regulations significant to the audit objectives.
2. Review and evaluate the Appeals Board's hiring policies to determine whether such policies and procedures comply with applicable laws and regulations.
3. Examine a sample of Appeals Board hires, promotions, and transfers, and verify that each one complied with applicable laws, regulations, policies, and procedures.
4. To the extent possible, determine the prevalence of familial relationships among the staff of the Appeals Board.
5. Determine whether the Appeals Board's processes and practices for its staff to file a complaint is one that avoids the fear of retaliation.
6. Review and evaluate policies and procedures regarding the procurement processes for office space, furniture, and other administrative purchases to ensure that they align with applicable laws and regulations. Determine whether current procurement practices are in accordance with laws, regulations, and office policies and procedures.
7. Review uses of state property such as vehicles and gas cards, and determine whether such uses are reasonable and allowable per applicable laws.